

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference letter as I [briefly explain purpose, e.g., am applying for a new job, grad school, etc.]. I have always appreciated your support and guidance during my time at [mention where you worked/studied together], and I believe your perspective on my skills and experiences would be invaluable.

If you are willing to assist, I would be happy to provide additional details about my application and any specific points you might want to highlight.

Thank you very much for considering my request. I greatly appreciate your time and support.

Sincerely,
[Your Name]